

# Test Proctoring Procedures

## Students

Students may schedule exams for Cerro Coso or other institutions in the LAC. All students are expected to follow the rules regarding testing. Please do not bring children to the test. The use of handheld calculators is at the instructor's discretion. No other electronic devices are allowed to be used during testing. **Students who fail to follow the testing rules will lose the privilege of taking tests in the LAC.**

## Making the Appointment

Students must have an appointment to take an exam in the LAC.

1. Appointments should be scheduled in pencil on the *Proctored Exams* appointment sheet.
2. Record student's name, course, test #, instructor and whether or not the exam is online.
3. Check to make sure we have the test on file; if not-email the instructor. Allow 24 hours for instructor to submit the exam with instructions. (It is the instructor's responsibility to get the test & instructions to the LAC.)
4. Give student a green appointment card, and ask them to notify their instructor of the scheduled exam. Encourage student to call if they need to cancel an appointment.
5. Remind student to bring a picture ID, pencil, calculator, Scantron or other necessary items with them to the exam.
6. Students may not schedule exams after the exam deadline without prior approval from their instructor.

## Taking the Test

1. Students must sign in on the pink sign-in sheet.
2. Students must provide a photo ID in order to take an exam.
3. All tests must be taken in the designated testing area.
4. Students may not leave the testing area without permission while taking a test.
5. Do not speak with other students in the testing area.
6. No cell phones or other electronic devices will be permitted during testing.
7. When the allotted time is up, tests must be given to the proctor promptly.
8. Sign out on the pink sign-in sheet before leaving the LAC.

## Proctoring the Test

### Proctor

It is imperative that we maintain the integrity of the tests. Instructors depend on us to account for all of the tests, follow instructions carefully, and monitor all test takers carefully.

The proctor should be prepared daily with all the necessary materials prior to the first appointment.

1. All tests should be pulled and placed in a folder in the order to be given. Check for special accommodations, test instructions, and passwords.
2. Students sign in on the pink sign-in sheet. Check ID at this time.
3. Go over instructions: time limit, notes, book, calc. etc. Check any scratch paper the student wants to use or provide scratch paper for him/her. Assign student to a table.
4. Students must keep all items on floor. No cell phones allowed.
5. Have extra supplies handy-yellow paper, Scantron, scratch paper, etc.
6. One restroom break is allowed during exams of more than 90 min. Watch that student doesn't go down, out, or visit.

7. Check on students occasionally; look for notes, calc. etc.; contact a staff member if you notice any irregularities in the test-taking process. (If a student is found to be cheating, take their test, talk to them about the problem, and give a detailed report to their instructor.)

### After the Test

1. Student signs out on the pink sheet. Collect exam AND used scratch-paper.
2. Place exam in labeled envelope. Shred used scratch-paper unless the instructor requests it to be turned in with the exam.
3. At the end of the day, take the exams to the switchboard to be placed in instructor's mailbox.
4. Switchboard operator must initial for receipt of exams on pink sign-in sheet. If an instructor takes a completed exam from the LAC, have him/her initial the pink sheet.

### Online Exams

The procedure is the same as for an on-campus exam except students are assigned to a computer kiosk instead of a table. Students should be able to log onto the website and access the test. If students have trouble logging on, have them verify student ID or change password to avoid getting logged out for 30 min. & delaying the test (follow instructions on comp screen to change password). Proctor enters a password (from instructor) if necessary. Some instructors will require the proctor to sign in and out in proctor boxes; other instructors might require email verification at the beginning and end of testing.

Exam proctoring is by appointment. Students must bring a picture ID to the exam, and will be asked to turn off electronic equipment with the exception of approved calculators. Students should call the LAC (760-384-6161) to schedule exams.

### Test Accommodations

Testing accommodations can be made for students with special needs including extended test time, headsets with music, and use of notes. A DSPS Student Educational Contract must be on file with the LAC detailing any special accommodations.